



**ANTICIPATED OPENING – Casual/Seasonal Victim Services Specialist**

**Grant Funded Position – Violence Against Women Cases**

**1 year grant with possible extension to 3 years**

**Opening Date: June 17, 2013**

**Closing Date: July 1, 2013**

**Non-Merit Position**

**(This position is exempt from the State of Delaware Merit System)**

**Salary: \$18.83/hour** This is a casual/seasonal position working 29.5 hours a week. There are no other fringe benefits attached to this position.

**Location:** Located in Sussex County, primarily the beach areas

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**Summary Statement:** This position is responsible for short-term and long-term crisis intervention of victims of crimes, determining their needs, and assisting victims in acquiring necessary assistance. This position works mainly with Violence against women cases (DV, sexual assault, etc)

**PRINCIPLE ACCOUNTABILITIES:**

1. Interview victims and/or families of victims of crimes to determine needed assistance and makes referrals to other agencies/resources.

2. Performs follow-up contact to victims and/or their families either in person, via telephone or through written correspondence.
3. Write reports to summarize cases and maintain database files of all case contacts and to provide information, referral services or crisis intervention.
4. Provides outreach services to the community by presenting awareness programs at senior centers, nursing homes, etc. Also provides appropriate training to outside agencies as well as to law enforcement.
5. Provides victim assistance by accompanying persons to court and hospitals.
6. Assists Victim Services Officers at troop level by providing assistance to victims and/or families at crime scenes or accidents.
7. Performs related work as required.

Knowledge of crisis intervention and casework management methods and techniques. Knowledge of human behavior. Knowledge of proper telephone techniques. Knowledge of computer functions with Word and Access software. Ability to learn Delaware State Police procedures for dealing with victims/survivors of violent crimes. Knowledge of services available through governmental agencies and community based organizations. Ability to establish and maintain effective relationships with people in highly stressful or traumatized conditions. Skill in conducting interviews, often of a sensitive nature. Ability to be on-call 24 hours a day during assigned "on call" rotation. (approximately one week per month)

**Minimum Qualifications: (Please include all of the following statements on posting)**

Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in a disqualification.

Bachelor's degree in psychology, or related field, and one year of experience in crisis intervention.

Applicants must have education, training and/or experience demonstrating competence in each of the following areas. Failure in any one area will result in a rating of "**not qualified.**"

**Conditions of Employment:**

Direct deposit of paychecks is required as a condition of employment.

- Ability to be on-call 24 hours a day during assigned "on call" rotation. (approximately one week per month)

- A satisfactory criminal background check is required as a condition of employment.

**Benefits:** To learn more about the comprehensive benefit package please visit the State Personnel web-site at <http://delawarepersonnel.com/benefits/index.htm>

A labor organization has been elected by employees as their representative for collective bargaining and other work related purposes. The person selected for this position shall as a condition of employment, join and pay dues to the labor organization or may, instead not join but pay a service fee no greater than the dues.

### **APPLICATIONS:**

Please submit a Delaware State Police civilian application to:

**DELAWARE STATE POLICE, Human Resources Office, P.O. Box 430, Dover, DE 19903**

**Applications can be found at our website at:**

<http://www.dsp.delaware.gov/recruiting/civilian.shtml>

**Applications can also be found at any troop or at our Headquarters at 1441 N. Du Pont Highway, Dover, DE 19903**

### **Attachments to Applications:**

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a State of Delaware Application.

### **Accommodations:**

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**NOTE: The Division of State Police is a non-merit system agency.**

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